

# THE ADVOCATE



A publication for employees of the Arkansas Department of Correction

July 2014

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## ADC extends helping hands around state

### SPECIAL OLYMPICS

The Arkansas Department of Correction was recently recognized for the "committed support of the Law Enforcement Torch Run" by Special Olympics of Arkansas.

ADC involvement has become the norm for this run and many other events that benefit Special Olympics.

Recently ADC employees and employees of other law enforcement agen-

**Continued on page 4**



The ADC Management Team stands proudly with the recognition plaque presented recently for ADC's committed support.

### NATURAL DISASTERS

The Arkansas Department of Correction responded with help when the state suffered some of the heaviest damage and the largest number of deaths from a storm that swept across a large swath of the Plains and Midwest in late April. Tornadoes from a supercell thunderstorm ripped through the state, killing at least 16 people. The storms marked the beginning of a multi-day severe weather outbreak.

Emergency workers and volunteers

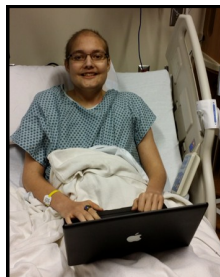
went door-to-door checking for victims from communities west of the Little Rock area to others north of the capital.

The tornado that smashed through Vilonia, causing major damage, also hit El Paso. Additional tornadoes were reported farther northeast near Denmark, Jacksonport, and Macks. Interstate 40 in both directions near Mayflower was shut down due to multiple wrecks, including

**Continued on page 5**

### COMMUNITY CAUSES

The Cole family of Franklin were living the proverbial American dream. D.J. Cole, the head of the household, worked in management at a local Walmart, and his wife, Meredith, had been a stay-at-home mom for some years before deciding to begin college to be-



Chris Cole

come a teacher.

In a home with five children, sicknesses are often shared amongst siblings. That's why last September, when three children in the Cole household developed fevers and flu-like symptoms, neither D.J. nor Meredith was worried. They were confident that this sickness, like many others that had run through their family, would pass. Four days later when their two daughters were better but 15-year-old

**Continued on page 5**

## What talk are you walking?

Are you modeling leadership ... leading by example?

Some say the physiology of the human brain causes people to imitate. People of lower rank or status tend to imitate those of higher status such as bosses, celebrities, parents, mentors etc.

This is very true. We see examples every day. Celebrities line their pockets endorsing all sorts of products and we buy them. Children want to grow up to be like their parents, teacher or coach. And the success of our agency depends on correctional officers wanting to be sergeants; sergeants wanting to be lieutenants and on up through the ranks.

We make those career decisions, in part, because of the inspiration of those who came before us. That makes the examples set by leaders important.

When we ask our co-workers to embrace new ideas and behaviors, they will typically hesitate long enough to see if we are fully engaged and committed. If leaders are not "all in" and focused on the new strategy, why should others be?

We do what our leaders do, consciously and unconsciously. We commit when our leaders commit. We walk the talk when we observe those we deem credible walking the talk.

What talk are you walking? Words matter, so choose carefully.

I recently engaged members of



**Ray Hobbs**  
Director

the management team in an exercise that I hope will help us think about words and what we intend to project by using or modeling them. This turned out to be beneficial in two ways. We received an English class recap and discussed why words are important.

The English class recap came with the usage of synonyms, antonyms and homonyms in the assignment. Antonyms are two words that have opposite meanings. Synonyms are words that have the same or nearly the same meaning. Homonyms are words that are pronounced the same, and are sometimes spelled the same, but have different meanings.

Whew, now you know why we had a recap.

For the purposes of this exercise, one of my words was demand. Demand is a forceful statement in which you say that something must be done or given to you. It also is the ability and need or desire to buy goods and services. Synonyms are appeal, application, call, claim, insistence, interest, need, order, requirement, sale, trade, use. Antonyms are answer, reply, retreat, grant and offer.

The word I paired with demand was command and we put that word through the same paces as demand during the discussion. The idea was for everyone to think critically about each word and whether we wanted to be demanding or commanding.

If you think about it, there's no "Demander-in-Chief," but there is a "Commander-in-Chief."

Leadership is about mapping the course and helping others stay on track to reach the destination. What are your words? Are you walking what you are talking?

## Long-time employees celebrate retirement



**Marcia White recently said farewell to the ADC on May 23. She retired from the Northwest Arkansas Work Release Center with more than 40 years of service to the ADC. Joining White are NAWARC Supervisor Jim Brooks, Cpl. Greg Hedrick, Cpl. Ray Hendon, and Cpl. Oscar Maldonado.**



**Ramona Green, left, Scott McGeorge and Board of Corrections member Buddy Chadick celebrate Green's 42 years with ADC. A reception in her honor was held June 27 at the Director's house.**



**Cindy Courington, with husband, Greg, also an ADC retiree, said goodbye to ADC during a reception June 20 after 28 years of service. She worked in Internal Affairs.**



## ADC energy conservation efforts yield financial rewards



### Savings equals incentives

Above, members of the Board of Corrections, representatives of the ADC Construction and Maintenance Division and Entergy and CenterPoint Energy reps hold up a 'check' symbolic of recent incentive dollars awarded to ADC for conservation efforts. Left, representatives from CenterPoint Energy present Director Ray Hobbs and members of the management team with a 'check' for incentive dollars from that company.

ADC received 'checks' symbolic of energy savings and incentives recently from CenterPoint Energy and Entergy.

Representatives of both utilities attended the June Board of Corrections meeting and a recent Management Team meeting to provide updates.

The checks for energy efficiency incentives total close to \$400,000 from all efforts combined and amount to savings of about \$ 2.8 million. The energy savings equates to removing 1,600 cars from the road and planting 12,000

acres of forest land.

The energy conservation efforts are in response to Act 1494 of the 87th General Assembly. The act promotes conservation of energy and natural resources in buildings owned by public agencies and institutions of higher education.

ADC has implemented changes that have resulted in an energy consumption savings of more than 20 percent. The efforts to reduce consumption have been spearheaded by Assistant Director Leon Starks and his staff.



## ADC helping hands . . . continued from page 1

### SPECIAL OLYMPICS . . . continued from page 1

cies met with members of Special Olympics Arkansas at Harbor Oaks Restaurant in Pine Bluff to discuss upcoming events.

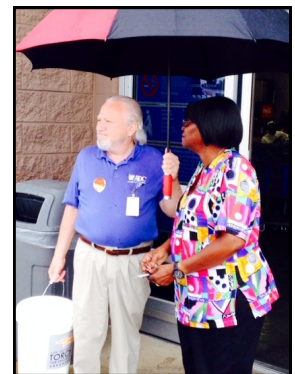
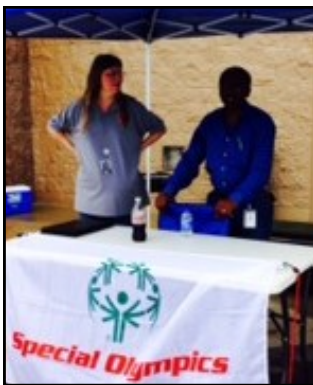
ADC is a state sponsor of the Law Enforcement Torch Run Movement benefiting Special Olympics. Special Olympics Arkansas serves over 14,000 individuals statewide.



### Special service

In photo at left, employees from the ADC, along with representatives from the Jefferson County Sheriff's Office, Pine Bluff Police Department, Pine Bluff Fire Department, Redfield Police Department, and the Arkansas State Police, combine efforts to plan future events that will benefit Special Olympics. In photo above, Sherry Glover, Drug Testing Coordinator, on right, meets with Shelly Yeilding, Director of Development, Special Olympics.

City, county and state law enforcement and fire fighters unite to raise money and awareness for Special Olympics Arkansas. The Boots & Badges event was held at Walmart SuperCenter in Pine Bluff on June 27 and 28. More than \$8,000 was raised.



## ADC helping hands . . . continued from page 1

### NATURAL DISASTERS . . . continued from page 1

overturned trucks and destroyed vehicles.

The Benton Unit staff recently held a drive to collect items to send to tornado victims in Arkansas. In addition, the Varner Unit Employee Corporation donated \$1,000 worth of Walmart gift cards and Varner's Inmate Council donated \$500 worth of the cards. The Wrightsville Unit donated more than \$900.

**Deputy Director Rory Griffin, right, and Public Information Officer Shea Wilson, left, deliver gift cards totaling \$2,404 to the City of Vilonia. Kelly Lawrence, city clerk, accepted the donations.**



### COMMUNITY CAUSES . . . continued from page 1

Chris was still running a high fever, Meredith decided he needed a little extra help to get well and took him to the doctor.

The discovery was made that Chris' sickness was something completely different from that suffered by his sisters. A white blood cell count revealed his numbers to be astronomically high, and Chris and his mom were sent to the emergency room in Batesville for further testing, which resulted in a tentative diagnosis of leukemia. Chris and his family were sent on to Children's Hospital in Little Rock, and by 2 a.m. a definitive diagnosis had been made. Less than 24 hours after Chris' family doctor first saw him, Chris found himself beginning chemotherapy for leukemia.

Ten months later, Chris has suffered through seven blood transfusions, eight months of chemotherapy and radiation, and five hospital stays. His latest hospitalization in May was for three weeks. While Chris' prognosis is good, he has developed osteonecrosis, which is the development of dead bone due to loss of blood flow to the bones. This means that after Chris has completed all his treatments, he

must undergo surgery to remove the dead bone, and because the damage is so extensive, he will always be at high risk for breaks and fractures.

The North Central Unit in Calico Rock recently hosted a fundraiser to help offset the extreme expense of dealing with this deadly disease. More than 180 barbecue plates were sold to workers of the North Central Unit. Over \$1,100 was raised, and all proceeds went directly to the Cole family. The North Central Unit would like to thank Izard County Consolidated School District, Artisan Restaurant of Highland, Harp's Market of Calico Rock, and various local individuals for donations of food and money for the dinner.

Chris and his family still need financial assistance. An account has been opened at First National Banking Company in the name of Meredith Cole, and a GoFundMe.com account titled "Help Chris Fight Leukemia" has been established.

If you are able to make a donation, any amount would be appreciated. If you have any questions about Chris or how to best make a donation, please contact Eve Hatman at 870-373-0716.

## Food for thought

**STRAIGHT FROM THE HORSE'S MOUTH (directly from the source)**

**A racetrack tipster would brag about his information saying he gets it from the horses themselves or horse traders would try all measure of sweet talk to get to bend the ear of a prospective buyer, but the real story is told in the animal's mouth - age, nutrition, general health, and if he has been over reined.**



## Event attracts law enforcement from around state

The results of the Arkansas Police Olympics have been tallied. See the list below for winners in the various categories:

### SHOOTING EVENT

#### Tactical Shoot:

First place—Quindo, ADC, IT.

Second place—Petty, ADC, Ouachita.

Third place—Chism, Pine Bluff Police Department.

#### Three Gun Transitional Shoot:

First place—Couch, ADC, Ouachita.

Second place—Quindo, ADC, IT.

Third place—Petty, ADC, Ouachita.

#### Sniper Shoot:

The first place, which was immediately donated to Police Olympics, went to Charles Couch, ADC, Ouachita, and Vice-President of the Police Olympics.

### GOLF

AM First flight first place—ADC Wrightsville (Peterson, Neely, Washington, and Robinson).

AM First flight second place—ADC Ouachita River Unit (Helms, Andrews, Threldkeld, Gibson, and Hodges).

AM First flight third place—



Pulaski County Sheriff's Office Team # 1 (Bangs, Hendrix, Hodge, and Gar-ringer).

AM Second flight first place—Little Rock Police Department (Finks, Kelley, Metcalf, and Roy).

AM Second flight second place—ADC Training Academy (Cyr, Norris, Cooper, and Scifers).

AM Second flight third place—Pulaski County Sheriff's Office Team #3 (Regnas, Hutton, Allison, and Le-master).

Women's Longest Drive, Dina Tyler ACC.

Men's Longest Drive, Paul Gar-ringer, PCSO.

Women's Closest to the Pin, none noted.

Men's Closest to the Pin, Mark Brown.

### BASKETBALL

First place—Arkansas State Hos-pital.

Second place—ADC Pine Bluff Unit/Transportation.

Third place—ADC Varner Unit.

### SOFTBALL

First place—Springdale Police

Department.

Second place—ADC Cummins Unit.

Third place—Jacksonville Fire Department.

### BOWLING

First place—Sherwood Police Department, 2222, Todd Abbott, Grady Russell, Mike Payne, and Bryan Ridder.

Second place—North Little Rock Police Department, 2088, Brian Scott, Dirk Barriere, Mike Brooks, and Eric Imhoff.

Third place—ADC Training Academy, 1139, Dustin Goodman, Mark Norris, Randy Rushing, and Randy Callas.

"Thank you to all the participants, and all the people at the Units who allowed the participants the time to come to the event, and to Board Members," stated Chris Coody, Compliance Investigator.

"Again thank you all, and I hope to see each of you next year. Your participation in these games has helped greatly in keeping the Arkansas Police Olympics going this year. Your future participation in the games will increase the likelihood of our games survival. Thank you."

## Paws in Prison visits Arkadelphia Rotary Club

Paws in Prison Coordinator Jim Gumm recently spoke about our PIP program at the Arkadelphia Rotary Club's weekly breakfast/meeting.

Arkadelphia Rotary Club member Brenda Gills had requested the visit due to her curiosity about and passion for the program after being a PIP Facebook friend and a frequent ADC website visitor.



**PIP Coordinator Jim Gumm visits with Club member Brenda Gills.**

She said she felt that the visit would be a great opportunity for PIP to spread the word about our great work as well as enlighten her group and make them aware of the good services that PIP provides.

Gumm delivered a presentation to the group on June 16.

"I thought it was another great opportunity to share information to people about our program," said Gumm.

Gills said she had been following the program on Facebook for some time and she finds the program to be "quite interesting."

Arkadelphia Rotary Club president David Goodman said, "The Rotary fully supports the Paws in Prison program and the work you are doing for the dogs."

## MCWRC honors employees during recent ceremony

The Mississippi County Work Release Center held their unit awards ceremony recently.

The Correctional Officer of the Year is Rhonda Moore, and the Kitchen Supervisor of the Year is FPM Jo Ann Cooper.

The Employee of the Year was a tie between Cpl. Rhonda Moore, HR

and Training and Lt. Jermaine Capel.

The Administrative Supervisor of the Year is Alicia Jennings, Records/Classification/Visitation and the Correctional Supervisor of the Year is Lt. Jermaine Capel.

The Rookie of the Year is CO Brett Bozone.

There was also a tie for Warden's

Outstanding Employee of the Year: Jeannie Tyler, business manager and Capt. Misty White, Chief of Security.

Chaplain Alex Bray assisted Center Supervisor John Herrington with presentations, and attendees enjoyed fellowship and a dinner of fried chicken and all the fixins'. Congratulations to all the winners!



Alicia Jennings, center, with Chaplain Alex Bray, left, and Center Supervisor John Herrington.



Jeannie Tyler, second from left, and Misty White, far right, with Bray and Herrington.



Rhonda Moore, center, with Bray, left, and Herrington.



Misty White, center, with Bray and Herrington.



### 30 Years of Service

Corporal Donny Haywood of the Pine Bluff Unit is recognized for 30 years of service to ADC by Director Ray Hobbs and members of the Management Team.



### Outstanding Alums

Sheri Flynn, SOSRA Administrator, is recognized by Director Ray Hobbs and the Management team after winning the 2014 Outstanding Alumna, UALR Criminal Justice Department. Hobbs was presented the honor in 2013.



## Director announces moves and promotions around agency

Director Ray Hobbs recently announced that Billy Inman has been promoted to Deputy Warden at the McPherson Unit.

Also, Major Antwon Emsweller has been promoted to Deputy Warden of the Pine Bluff Unit effective July 7.

In addition, Deputy Warden Michelle Williams is transferring from the Hawkins Unit to the Cummins Unit and Deputy Warden Eddie Selvey is transferring from the Cummins Unit to the North Central Unit.

Hobbs asked that we join him in congratulating Inman and offering assistance to Williams and Selvey.

"I know you all will give your full support during these transitions," said Hobbs.

"Major Emsweller is certainly an asset to ADC.," stated Hobbs. He began his career in December 2005 as a Correctional Officer at the Diagnostic Unit. Working his way through the ranks, Emsweller has served as Sergeant and Lieutenant at Varner SuperMax, Captain at Grimes Unit, and Major at both North Central Unit and Tucker Unit.

Hobbs has requested full support to the following staff who will also be transferring:

- Deputy Warden Robert Clark, currently at Pine Bluff Unit, will transfer to Hawkins Unit July 7.
- Major Mary Cobbs, currently at Pine Bluff Unit, will transfer to East Arkansas Regional Unit July 14.
- Major Mike Lowe, currently at Delta Regional Unit, will transfer to Tucker Unit as Building Major on July 7.

Hobbs has also asked for full support for Lieutenant Jarrod Self who has promoted to Field Major at the Tucker Unit. Calling him an asset to the ADC, Hobbs said Self began his career in May 2005 as a Correctional Officer at Tucker. Working his way through the ranks, Self has served as Corporal, Sergeant, Lieutenant and now Major at Tucker.



### Self pinned

New Field Major Jarrod Self, center, is pinned by Tucker Warden Stephen Williams, left, and Deputy Warden John Lowe.



### Nash pinned

Sgt. Richard Nash is pinned by Capt. Misty White, left, and Lt. Jermaine Capel, right, of Mississippi County Work Release Center. Nash has been employed by the ADC for one and a half years. He is a retired officer who has served the Blytheville Police Department and the Mississippi County Sheriff's Department.

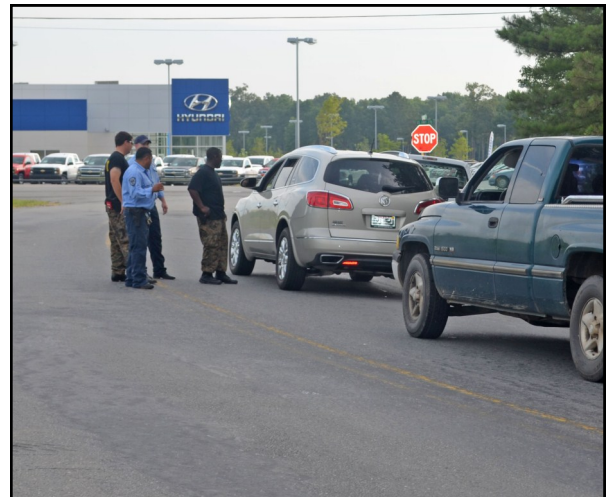
*You never conquer a mountain. You stand on the summit a few moments; then the wind blows your footprints away.*

Arlene Blum



## ADC staff concentrates on locating escapee

ADC staff stayed busy the last two weeks of June searching for inmate Timothy Buffington, a trusty inmate assigned to the Pine Bluff Unit who left his work assignment on June 21. Search efforts concentrated in the Princeton Pike area around the prison and beyond. ADC was assisted by local, county, state and federal law enforcement agencies.



# Health Matters

## Are you getting enough sleep?

Sleep is important for people of all ages to stay in good health. Read more to learn how much sleep your body needs.

How you feel and perform during the day is related to how much sleep you get the night before. If sleepiness interferes with your daily activities, more sleep each night will improve the quality of your waking hours. Yet many adults report experiencing a sleeping problem one or more nights a week.

Insufficient sleep is associated with a number of chronic diseases and conditions — such as diabetes, cardiovascular disease, obesity, and depression— which threaten our nation's health. Not getting enough sleep is associated with the onset of these diseases and also may complicate their management and outcome.

Sufficient sleep is increasingly being recognized as an essential aspect of chronic disease prevention and health promotion.

How much sleep is enough? Sleep needs vary from person to person and change as people age.

Consider these sleep guidelines for different age groups.

### How much sleep do you need?

#### Newborns

16-18 hours

#### Preschool-aged Children

11-12 hours

#### Teens

9-10 hours

#### Adults (including older adults)

7-8 hours

#### School-aged Children

At least 10 hours

### Sleep Hygiene

The promotion of regular sleep is known as sleep hygiene. Here are some simple sleep hygiene tips:

- ♦ Go to bed at the same time each night, and rise at the same time each morning.
- ♦ Sleep in a quiet, dark, and relaxing environment, which is neither too hot nor too cold.
- ♦ Make your bed comfortable and use it only for sleeping and not for other activities, such as reading, watching TV, or listening to music.
- ♦ Remove all TVs, computers, and other "gadgets" from the bedroom.
- ♦ Avoid large meals before bedtime.

### Sleep Disorders

Sleep-related difficulties — typically called sleep disorders — affect many people. If you, or someone you know, is experiencing any of the following, it is important to receive an evaluation by a healthcare provider or, if necessary, a provider specializing in sleep medicine.

#### Major sleep disorders include:

♦ **Insomnia** — an inability to fall or stay asleep that can result in functional impairment throughout the day. Before arriving at a diagnosis of primary insomnia, the healthcare provider will rule out other potential causes, such as other sleep disorders, side effects of medications, substance abuse, depression, or other previously undetected illness. *Chronic psychophysiological insomnia* (or "learned" or "conditioned" insomnia) may result from a stressor combined with fear of being unable to sleep.

♦ **Narcolepsy** — excessive daytime sleepiness combined with sudden muscle weakness; episodes of narcolepsy are sometimes called "sleep attacks" and may occur in unusual circumstances. The sudden muscle weakness seen in narcolepsy may be elicited by strong emotion or surprise. Episodes of narcolepsy have been described as "sleep attacks" and may occur in unusual cir-



cumstances, such as walking and other forms of physical activity.

♦ **Restless Legs Syndrome (RLS)** — an unpleasant "creeping" sensation associated with aches and pains throughout the legs that can make it difficult to fall asleep. This often causes difficulty initiating sleep and is relieved by movement of the leg, such as walking or kicking. Abnormalities in the neurotransmitter *dopamine* have often been associated with RLS.

♦ **Sleep Apnea** — interrupted sleep caused by periodic gasping or "snorting" noises or momentarily suspension of breathing. Those with sleep apnea may also experience excessive daytime sleepiness, as their sleep is commonly interrupted and may not feel restorative. Treatment of sleep apnea is dependent on its cause. If other medical problems are present, such as *congestive heart failure* or nasal obstruction, sleep apnea may resolve with treatment of these conditions. Gentle air pressure administered during sleep (typically in the form of a nasal *continuous positive airway pressure* device) may also be effective in the treatment of sleep apnea. As interruption of regular breathing or obstruction of the airway during sleep can pose serious health complications, symptoms of sleep apnea should be taken seriously. Treatment should be sought from a health care provider.

*excerpts from [www.cdc.gov](http://www.cdc.gov)*



## Watson shines during death penalty discussion

I had the privilege June 8 of joining Warden Randy Watson and Attorney General Dustin McDaniel as guests of former Gov. Jim Guy Tucker for a death penalty discussion at 2<sup>nd</sup> Presbyterian Church in Little Rock. The Sunday School class topic drew 218 attendees and Warden Watson did an excellent job of providing insight into what life is like for inmates on death row at Varner SuperMax.



**Shea Wilson**  
Public  
Information Officer

Warden Watson showed the crowd a PowerPoint of images from death row and brought art projects completed by inmates. He explained what life is like for the inmates and his efforts to make regular rounds to speak with them.

Mr. McDaniel gave an overview of the legal challenges, and I provided statistical data and information on our current lethal injection protocol, which is subject to litigation. It was, however, our warden who stole the show. Warden Watson was sincere and appropriately charming and funny. His family joined us for the program, as did Chief Deputy Director Wendy

Kelley.

Our presentation was the second in a four-part series on the topic. The first session covered Biblical references; the third was on sentencing and pardon data and included UALR professors Dr. Charles Chastain and our very own Dr. Mary Parker; and the fourth session featured case examples by 6<sup>th</sup> District Prosecutor Larry Jegley and defense attorney Jeff Rosenzweig.

Director Hobbs received a very kind note from Gov. Tucker and I'm sharing an excerpt below because I'm very proud of Warden Watson and these sentiments were inspired mostly because of what he offered.

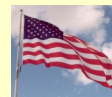
"I write this morning to express my personal deep appreciation, as well as that of the members of Second Presbyterian Church, for the outstanding presentations made by your staff on Sunday.



That was the second of our series of four sessions on the death penalty in Arkansas. Your staff's professionalism, knowledge, sensitivity... and demeanor – was perfect. I literally had dozens of those in the class ask me to pass on their appreciation. Our Pastor, Steve Hancock, has been a great guiding light in getting this done. He presented last week. After his opening introduction and prayer yesterday, he remained for your staff's entire presentation."



## CALENDAR OF EVENTS



# JULY

**July 2014**

**4 — Independence Day**  
**18-23 — SSCA**

# AUGUST

**AUGUST 2014**  
**Back to School**

**Special Events?**  
**Unit Functions?**  
**Announcements?**  
**Conference Dates?**



Send information to Kat at  
**The Advocate**  
kathlyn.mcentire  
@arkansas.gov

# Around ADC



## Battle for the Farm

The Cummins and Varner Softball Teams held the first 'Battle for the Farm' softball tournament on May 10 in Star City. The Cummins team won all three games and brought home the traveling plaque trophy. A good time was had by all. Members of the winning Cummins Team are: Jack Jackson, Brian Johnson, Maurice Culclager, May Ann Allen, Marlon Hill, Steven Nelson, Jared Byers, Kim Chatman, Jennifer Thompson, Lajoya Norman, Antoino Johnson, Jason Rawson, Emmy Allen, Mary Bradberry, Kelby Allen, Cameron Jones, Adiamond Johnson and Kajuna Jacobs.



## NCU-on-parade

NCU employees rode their wagon in the Lions Club-sponsored annual rodeo parade in Calico Rock on June 14. The covered wagon, pulled by One and Two, carries (left to right) Gary Teague, Warren Sanders, and Warden David White. In addition, Sgt. Brent Brewer, Sgt. Juan Mendez, and Sgt. John Colbert have the flank covered. The unit has long been a supporter of the annual rodeo parade.



### Lowe commended

The Management Team recently recognized Shirley Lowe for her “valuable contributions and innovative design of paperless publications process for the Publication Review Committee.”



**Facts about policy and conduct**

*Do you have questions about ADC policies and procedures? Then send in your topics to The Advocate, and we'll be glad to get you the facts. Contact KAT at [kathlyn.mcentire@arkansas.gov](mailto:kathlyn.mcentire@arkansas.gov) with questions.*

### EMPLOYEE HANDBOOK

#### Compensation /Reimbursement Practices — Pages 9 & 10

**Time Accountability** – The responsibility of keeping accurate records of time worked for all employees rests with the Department of Correction. Employees are required daily to swipe in/out at the designated time clock or as instructed by an immediate supervisor.

**Lunch Periods** – Per the Department of Labor bona fide meal periods are not work time. Bona fide meal periods do not include coffee breaks or time for snacks. The employee must be completely relieved from duty for the purposes of eating regular meals. However, this is not applicable to security positions. Lunch periods are designated at least 30 minutes or more.

**Overtime/Time Off in Lieu of Overtime Payments** – In accordance with the guidelines established by the Federal Fair Labor Standards Act of 1936, as amended, non-exempt employees are eligible for time off in lieu of overtime payment. Overtime payments for all hours worked in excess of 240 hours for non-security staff or 480 hours for security staff will be compensated. “Time Off” and “Overtime Payments” shall be defined as compensation earned for work performed in excess of the employee’s regularly scheduled work period. Time off and overtime wages shall be earned at the rate of time-and-a-half for each full hour earned in excess of the work period. An updated copy of all Fair Labor Standards Act policy changes will be maintained in Human Resources. As a provision of the Fair Labor Standards Act, exemption 7k states that paying overtime is not required until eligible law enforcement or correctional employees work more than 86 hours in a pay period. Overtime shall be at a rate of one-and-one-half times time worked in excess of 86 hours.

**General Guidelines for Overtime** – Employees may not work overtime unless authorized in advance to do so by their supervisor. Arriving early and staying late without permission is prohibited. Your supervisor will try to give you reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible. Employees receive leave on the books in lieu of cash payment up to the limitations stated earlier. Overtime is only earned when the physical time worked extends beyond the usual scheduled work period. A combination of paid leave and hours worked cannot be used to earn overtime. The time must be physically worked.

# TRAINING ACADEMY

Training Academy Graduates: Class 2014-F, June 6, 2014



Jon Erik Anderson, Donald Austin II, Samuel Bailey, Denishno Barton, Robert Becerra, Crystal Bond, Blake Bratton, Arthur Brown Jr, Daniel Coleman, Jamie Culclager, Brandon Dotson, Jasmyn Dunbar, Amanda Dunkerson, Nicholas Dyer, Gervorick Green, Carl Lewis II, Loucindia Long, Kieonte Metcalf, Calvin Murry Jr, Ronny Orr, Randy Phillips, Joshua Rapier, James Whitley, Justin Wynne, and Andraia Yelton-May.

## Spotlight on training

If you're trying to find the latest training schedules for the Training Academy or Human Resources, you can find it on *Spotlight*.

When on your unit computer, click on the "Favorites" tab. Scroll down until you see "ADC Links," then click. Look for the *Spotlight* heading — click and you're there!

The latest and most up-to-date training schedules will be available under "training."

*Interested in an online e-learning course?  
Contact your unit trainer.*



### Willis H. Sargent Outstanding Student Achievement Award

The Willis H. Sargent award went to Carl Lewis of EARU. Pictured with Lewis (center) are Capt. Randy Callas (left) and Warden Larry Cauley, Texarkana Regional Correctional Center.



# Promotions & New Hires

## Promotions

Date	Name	Position	Unit
05/25/14	William Davidson	Sergeant	Cummins
05/25/14	Ashley Dixon	Benefits Technician	Human Resources
05/25/14	Richard Nash	Sergeant	Mississippi County
05/25/14	Joshua Teel	Sergeant	Benton
06/08/14	Anthony Ballance	Lieutenant	Ouachita
06/08/14	Richard Brown	Captain	Ouachita
06/08/14	Carlton Burchfield	Lieutenant	Varner Supermax
06/08/14	Joyce Carroll	Food Preparation Supervisor	Wrightsville
06/08/14	Telly Gray	Sergeant	Wrightsville
06/08/14	Heather Harris	Institution HR Coordinator	Pine Bluff
06/08/14	Gail Holland	Mailroom Services Coordinator	Grimes
06/08/14	Tashayla Jackson	Lieutenant	Varner
06/08/14	Terra Polston	Sergeant	Grimes
06/08/14	Donovan Porterfield	Classfctn & Assignment Officer	Benton
06/08/14	Buck Quick	Lieutenant	Wrightsville
06/08/14	Michael Richardson	Lieutenant	Varner
06/08/14	Robert Robins	Sergeant	Grimes
06/08/14	Brandy Young	Sergeant	Maximum Security

## New Hires

Date	Name	Position	Unit
05/27/14	Siobhan Dotson	Administrative Specialist I	East Arkansas
05/27/14	Daryl Rodgers	Agricultural Unit Supervisor I	Farm-Cummins
06/09/14	Sharon Duncan	Human Resource Assistant	Cummins
06/09/14	Shirley A Moore	Food Preparation Supervisor	Tucker
06/09/14	Melissa Nix	Licensed Master Social Worker	Mental Health-Ouachita
06/09/14	Amanda Pevey	Administrative Analyst	Central Office
06/09/14	Genia Walker	Asst Medical Pgm Manager	Central Office

# ADC ADVOCATE EMPLOYEES NEWSLETTER

## *ADC Mission Statement*

- *To provide public safety by carrying out the mandate of the courts.*
- *To provide a safe humane environment for staff and inmates.*
- *To strengthen the work ethic through teaching of good habits.*
- *To provide opportunities for staff and inmates to improve spiritually, mentally, and physically.*

The *ADC Advocate* newsletter is published monthly by the Communications Office for employees of the Arkansas Department of Correction. The publication strives to enhance communication and provide information on the development and achievements of this agency.

All employees are encouraged to submit articles, comments, ideas, letters and questions. The deadline for submission is tentatively set for the 15th of each month for inclusion in that month's publication.

Please be aware that all submitted items will be subject to editing. However, every effort will be made to maintain the writer's essential meaning.

In addition, statements contained in the *ADC Advocate* are the personal views of the authors and do not necessarily represent the opinion or policies of the Arkansas Department of Correction.

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**Visit ADC on the Web @ [www.adc.arkansas.gov](http://www.adc.arkansas.gov)**

## Parting Shots

### RLW's ducklings

A mallard hen decided the RLW rose bushes would be the perfect place to lay her eggs this spring. In the photo you can make out two of the ducklings the day they hatched out in mid-June.



Arkansas Department of Correction

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### Retirement

Ronnie Vilches, Compliance Investigator, retired after 25 years and 5 months of service to the ADC, and except for the last three years in the Compliance Division, all service was in IA. He said he plans to spend his retirement 'just piddling.'